



West Des Moines Police Department Student Intern Program



Prospective Intern,

The West Des Moines Police Department is committed to developing partnerships within our community. The Student Intern Program, which is a joint effort with local colleges and universities, fulfills this role. It is available to any university and/or college student who meets the requirements for participation.

The objective of the West Des Moines Police Department's Student Intern Program is to provide a positive learning environment where interested college students can experience the various aspects and responsibilities of municipal law enforcement. The interns, while working on operational, administrative, and support functions, are provided an atmosphere for learning. Coordination of the Internship Program rests with the Support Services Division. This office will direct the intern to his or her initial job assignment and supervisor.

The criteria for participation in the West Des Moines Police Department's Student Internship Program is as follows:

- The student enrolled in a four year degree program will have a junior or senior standing at an accredited university or college.
- The student enrolled in a two year degree program will have completed two thirds (2/3) of the required credits for a degree.
- The student must be currently enrolled, through his or her respective college or university, in an internship or independent study course.
- The student must have a 2.5 or higher grade point average on a 4.0 scale.
- The student, prior to acceptance in the Intern Program, must submit the following:
 - Completed Application Form
 - Signed Intern Agreement
 - Signed Intern Statement of Confidentiality and Waiver Form
 - Resume
 - At least one letter of recommendation from your advisor or a professor
 - Copy of an official transcript

A criminal background check will then be conducted.

The student, upon completion of the Intern Program, will complete an evaluation of the Internship Program.

Any felony arrest will preclude an intern from participation in the Intern Program. All misdemeanor arrests will be reviewed on a case-by-case basis and may be cause for exclusion from the program. Misdemeanor arrests include, but are not limited to:

- Theft
- Drug or Alcohol-Related Offenses
- Resisting Arrest
- Obstructing a Peace Officer
- Sex-Related Offenses

NOTE: Failure to complete the program due to an arrest for any of the above listed offenses during participation in the Student Intern Program will result in dismissal, with notification to the college or university.

Upon acceptance, the intern will be required to schedule hours mandated by their college degree program. The intern will prepare a schedule that will be mutually agreed upon by the student and the Department. The schedule may be adjusted if required by the intern and approved by the intern's supervisor.

The West Des Moines Police Department Dress Code for Interns is as follows:

- Male interns shall wear appropriate attire for an office environment that is in good repair, clean, and neatly pressed at all times. This includes dress shirts buttoned at the neck, conservative neckties, business-type trousers, and polished business or dress shoes.
- Female interns shall wear appropriate attire for an office environment that is in good repair, clean, and neatly pressed at all times. This includes business suits, dresses, blouses, skirts, shoes, pantsuits, or dress slacks.
- The respective supervisor shall determine what clothing is appropriate on those occasions when certain job assignments mandate a variation from the above.

Upon acceptance to the Student Intern Program, the student will be issued a college intern tag. The student shall display the tag while at the Law Enforcement Center and while riding with patrol officers. The student will keep the tag with them until they have completed their assignment with the police department. At that time, the tag will be returned to the intern's supervisor.

The student will be assigned to various areas of responsibility during their internship. The Support Services lieutenant will work directly with the Operations Division to arrange a date, and time for the intern to spend with the Criminal Investigation Unit and Patrol. During ride-along participation with patrol the intern will be considered the same as any other civilian participant.

While interns will be exposed to many areas of police work, there are some restrictions. They are as follows:

- Interns will not be involved in covert police functions.
- Interns are not allowed in the police firearms range during “live fire”.
- Interns will not be allowed to operate any department vehicle.
- Supervisors will ensure that interns are not placed in a position where they would be unduly exposed to possible dangerous incidents.
- Interns will not be allowed to carry a firearm.
- Interns will not be present in the holding facility garage when prisoners are not secured in a patrol car, or in the jail during booking procedures or when prisoners are incarcerated.
- Interns will not park in the rear lot designated for employees, but will park in the front lot and enter the Law Enforcement Center through the front doors.

If there are any questions or concerns, please contact:

Lt. Jeff Miller
West Des Moines Police Department
250 Mills Civic Parkway
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3389 (8:00 - 4:30)



West Des Moines Police Department Application for Internship



Student Information

Name: _____
Last Middle First

Social Security No: _____ Date of Birth: _____

Current Address: _____

City/State/Zip: _____

Permanent Address: _____

City/State/Zip: _____

Current Phone: _____ Permanent Phone: _____

Academic Year in School: _____ Major: _____ GPA: _____

I Am Applying For (Check One): Fall____ Winter____ Spring____ Summer____

Were you referred to the Police Department: Yes ☐ No ☐

If so, by whom? _____

Area of Interest

I am interested in the following areas:

(1) _____

(2) _____

(3) _____

Institutional Information

College/University: _____
Faculty advisor: _____ Telephone: _____

School Address: _____

Internship Placement Information

Please describe the type of internship in which you would be interested and why.



What skills and abilities would you bring to the internship?



What hours are you available to serve your internship? Can you work days and/or weekends?

Applicant Certification

I certify that the above information is correct. I further certify that I am enrolled in a four year degree program at an accredited four year university or college and have a junior or senior standing, or am enrolled in a two year degree program and have completed two thirds (2/3) of required credits toward a degree at an accredited two year university or college. I also certify that I currently have a 2.5 or higher GPA on a 4.0 scale and that I meet all requirements. I understand that I must be enrolled through my university or college in an internship or independent study class to be accepted as an intern with the police department. I further understand that, prior to my acceptance into the internship program, I must pass a background check for any arrests that would be considered a security risk to the West Des Moines Police Department.

Intern's Signature_____ Date:

Faculty Advisor_____ Date:

An application packet consists of the following:

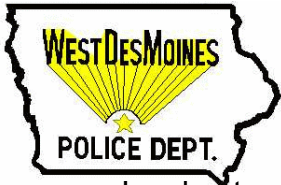
- Application for Internship
- Intern Agreement
- Intern Statement of Confidentiality and Waiver Form
- Resume
- Official Transcript of all College Work
- Letter of Recommendation from your Advisor or Professor

Please send or return completed application packet to:

Lt. Jeff Miller
West Des Moines Police Department
250 Mills Civic Parkway
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3389 FAX 515-222-3331

WEST DES MOINES POLICE DEPARTMENT

INTERN STATEMENT OF CONFIDENTIALITY AND WAIVER FORM



I understand that any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination of my intern status. In addition, I authorize and request former employers, schools, individual agencies, organizations or law enforcement agencies to answer any and all questions that may be asked and do here withhold such persons harmless for giving any information within their knowledge or record.

I understand that I do not have the right to continue my status or possess appeal rights as an Intern if terminated. Also, I understand that I am not an employee of the City of West Des Moines or any department thereof, and am not eligible for any remuneration or benefits of any kind or nature.

I understand and agree that in the performance of my duties as an Intern with the West Des Moines Police Department. I will hold all names and information regarding the Department in the strictest confidence. Further, I understand that intentional or involuntary disclosure of confidential information to unauthorized sources might result in my termination as an Intern.

I further agree to release the City of West Des Moines, its departments, and employees from accountability for any accident, injury, or other liability incurred or suffered by me while carrying out the duties of an intern.

Intern's Signature_____

Date:

Supervisor_____

Date:

**West Des Moines Police Department
Intern Agreement**

I, _____ request to serve as an Intern with the West Des Moines Police Department.

As an Intern, I agree to:

- Perform the tasks outlined in my task description to the best of my ability.
- Attend any training offered that will enhance my performance within the Department.
- Report to work on time when scheduled, and to call my supervisor if I am unable to report.
- Comply with and follow the same rules and policies as required of all West Des Moines Police Department employees.
- Refrain from using my Intern position to attempt to influence anyone in any manner.
- Strive to help the Department obtain its goals and objectives.
- Notify my supervisor upon terminating my involvement with the program, and participate in an exit interview/evaluation. I will relinquish to my supervisor any and all items or equipment issued to me.
- Notify my supervisor of any arrest or citation for any traffic, misdemeanor or felony charge.
- I am aware that my Intern status may be terminated at any time for failing to follow the rules, procedures, or terms of this agreement.

I have read and understand all the conditions of this agreement.

Intern's Signature _____ Date:

Supervisor _____ Date: